



Frequently Asked Questions

1. Q: Who is eligible to apply for the Commonwealth Management Certificate Program (CMCP)?

A: Executive Branch managers who are in positions classified as M4 and **above** for a minimum of 1 year; i.e., a person who completes ACES

2. Q: Is the CMCP designed only for managers with direct reports?

A: No, the program is designed for Executive Branch managers (M4–M9) who supervise others as well as individual contributors with no direct reports.

3. Q: I have attended another supervisor certificate program or series of supervisory classes in the past few years. Would I benefit from attending the CMCP?

A: To determine this, please visit the [CMCP website](#) and review the program benefits and curriculum.

4. Q: Can I apply and be considered for CMCP program if I have not completed all the Commonwealth mandatory trainings?

A: No, completion of all Commonwealth mandatory training is necessary in order to apply for the CMCP Program.

5. Q: What are the Commonwealth mandatory trainings that I must complete before applying for the CMCP?

A: The courses include:

- Diversity Awareness in the Commonwealth (Day 1 All Employees) (classroom)
- Diversity in the Commonwealth – Managers (classroom)
- Diversity Part II – Disability Awareness (All Employees)(online)
- Diversity – Disability Awareness – Managers (classroom)
- Preventing Sexual Harassment in the Workplace (online)
- Preventing Workplace Violence for Employees (online)
- Domestic Violence, Sexual Assault and Stalking Awareness (online)
- Safeguarding Confidentiality of Personal Information Executive Order 504 (your agency may have another name for this course, e.g., Information Security) (online)

6. Q: How do I apply to the CMCP program?

A: To apply to the Commonwealth Manager Certificate Program the following documents must be completed and submitted to the CMCP Application Committee by the application deadline (please refer to the [CMCP website](#) for deadline details):

Submitted by applicant:

1. The online CMCP application
2. An updated copy of your resume (email to MassHR-CMCP@MassMail.State.MA.US)
3. Your training transcript to verify the completion of all Commonwealth mandatory trainings.

Completed/Submitted by applicant's supervisor/leadership - applicant to ensure submission:

1. *Supervisor Recommendation Form*
2. The *Leadership Approval Form* with all required signatures

7. Q: Who teaches the CMCP classes?

A: The CMCP Faculty includes agency professional trainers, subject matter experts, and trainers with public sector experience.

8. Q: What are the requirements to graduate and receive a certificate of completion for the CMCP program?

A: You must obtain a total of 35 credits that will include completion of the six required core classes, a minimum of three elective courses and a final project. There will be a graduation ceremony in June at the State House in Boston. Attendance at graduation is strongly encouraged but is optional.

9. Q: How does the credit system work?

A: The following table outlines the CMCP program requirements and related credits.

Requirements	Total Credits Earned (each)
Core classes (total 6)	24
Elective classes	6
Final project	5

10. Q: What amount of work is required outside the classroom sessions?

A: Adult learning is self-driven. Some classes may require participants to complete reading assignments prior to class or to complete a take-home assignment after the class. The final project generally requires a range between 10 and 20 hours to complete.

11. Q: Do all classes require completing an assignment?

A: All core classes require an individual or group assignment, some to be completed outside the class. Assignments in elective classes vary, but may include eLearning and webinars.

12. Q: If I do not complete a class assignment do I still get credit?

A: No. Assignments are related to learning transfer and are necessary to measure/determine your level of understanding and mastery of the class content.

13. Q: If I miss a core class, can I make it up?

A: No, if you miss a core class and are not reassigned, you will not be able to graduate.

14. Q: If I attend all the core classes, but do not attend any of the elective classes, will I be able to graduate?

A: No. You must obtain a total of 35 credits in order to graduate the program.

15. Q: Is it possible to graduate if I complete all core classes and related assignments, and the prescribed number of elective classes, but I do not complete the final project?

A: No. You must obtain a total of 35 credits in order to graduate from the program. The final project is not optional and it accounts for five (5) credits.

16. Q: If I cannot attend all classes, will I still receive a certificate?

A: You are expected to attend on the scheduled dates with your assigned group. If you are not able to meet the scheduled date due to an urgent reason, you must contact MassHR-CMCP@MassMail.State.MA.US to get reassigned to a different class. **If you miss two or more core classes**, you will be withdrawn from the program and will not be eligible to graduate in the current program year.

17. Q: How will I be notified of class cancellations or delays?

A: Participants should call the MassHR 24 hour hotline at (617) 878-9878 to confirm if classes have been cancelled or are delayed.

18. Q: Will there be make-up dates for classes that are cancelled due to inclement weather?

A: If a class is cancelled due to inclement weather, a make-up date will be provided. Participants should call the MassHR 24 hour hotline at (617) 878-9878 to confirm if classes have been cancelled or are delayed.

19. Q: If I have a conflict in my schedule regarding my assigned class, can I attend the same class on a different date?

A: Yes, but only if you notify HRD at MassHR-CMCP@MassMail.State.MA.US as soon as you know you have a scheduling conflict. The CMCP Program Coordinator will need at least 48 hours advance notice to ensure that materials are available for you. **NOTE: Participants who “drop in” to an unassigned session will not receive credit for attending that class.**

20. Q: Due to my work schedule, I will arrive an hour late to each class. Is this allowed?

A: No, if you are accepted into CMCP, you will need to make arrangements with your supervisor to temporarily modify your schedule to attend the full class.

21. Q: What is the mentoring component of the CMCP program?

A: The mentoring component of the program provides a forum for participants to partner with Executive Branch leaders. Your mentor can provide real world insights and practical experience about the concepts taught and the knowledge and skills gained in the program.

22. Q: Am I required to have a mentor?

A: Yes, all CMCP participants will be assigned to a mentor.

23. Q: How are mentor/mentee assignments determined?

A: Each CMCP participant and mentor is asked to complete a survey about interests, experience, career goals, etc. Based on the responses, each participant is matched to a mentor.

24. Q: How often am I required to meet with my mentor?

A: Mentors and mentees should meet as often as they choose. We recommend that you meet a minimum of once a month for the duration of the certificate program.

25. Q: If I am unable to attend the graduation ceremony, how do I get my certificate at the end of the program?

A: If you are unable to attend the ceremony, contact the CMCP Program Coordinator at MassHR-CMCP@MassMail.State.MA.US to arrange receipt of your certificate.

26. Q: Is there parking and meals available?

A: Free onsite parking is generally available in all locations outside of Boston. In Boston, there is no parking available except for private parking garages. Public transportation is strongly recommended for Boston participants. Typically, there are a wide variety of casual food establishments (national chains) within a 5 minute drive of the training sites. The Boston location has a full service cafeteria and coffee shop onsite.

27. Q: If I still have questions about CMCP, who do I contact?

A: If you have additional questions, please contact us at (617) 878-9878 or via email at MassHR-CMCP@MassMail.State.MA.US